

**State of Connecticut
The Department of Social Services
Anticipated Job Opportunity**

Associate Health Care Analyst

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!!!!

Posting Date: February 6, 2009

Closing Date: February 20, 2009

The Department of Social Services is presently accepting applications for one (1) Associate Health Care Analyst position in the Division of Financial Management & Analysis, Actuarial Unit.

Open To: The Public and State Employees

**Position: Associate Health Care Analyst (AR-25)
Position Number 83309**

Bargaining Unit: Administrative and Residual (P-5)

Salary: \$64,511.00 - \$80,726.00 Annually

DUTIES/RESPONSIBILITIES: This position will be responsible for performing the most complex tasks in the evaluation of rate and related financial issues for providers of health care services, especially in the managed care area. The position will perform complex analyses of potential new legislation and proposed program changes to determine the fiscal impact to the State and communicates the results both orally and in writing; obtain data for analyses from the Internet and other electronic databases (both internal to DSS and external), assist employees of a higher grade in preparing analyses, reviewing and evaluating financial data of Managed Care Organizations (MCO's) and other health care providers and communicating findings both orally and in writing, analyze utilization and cost data from MCO's and other health care providers and communicating findings both orally and in writing, present findings of analyses for review by senior staff and DSS management, prepare exhibits as required for presentations given by or to DSS management.

The incumbent will possess considerable knowledge of the principles and techniques of health care analysis and financial management; have knowledge of research techniques and statistical principles and procedures, and possess the ability to interpret legislation and regulations. Considerable ability in the interpretation and analysis of complex financial, statistical and technical data in the health care area is required. The incumbent in this position should have a background in health care across a broad range of medical service categories. Excellent research and analytical abilities, as well as good interpersonal skills, excellent computer skills (particularly with Microsoft Office), and the ability to coordinate multiple tasks to meet assigned deadlines are necessary for this position. The incumbent would be supporting these efforts through a unique combination of research, analytical and database skills.

Significant actuarial initiatives under the Medicaid Program include provider rate increases, setting rate ranges for the MCO's (Managed Care Organizations) participating in the HUSKY and Charter Oak programs, monitoring the financial experience of these programs and providing reports to DSS management and external parties, monitoring the financial condition of participating MCO's, monitoring the experience of both pharmacy and dental carve outs, as well as a myriad of additional program changes, many of which demand a significant level of development and review. In addition, this position has a critical role in the development of complex financial and cost analyses for the Actuarial Team.

Responsibilities include the determination and review of complex reimbursement methodologies for medical services and providers, including managed care organizations.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of principles and practices of financial management including organization, administration, management, finance, budgeting, auditing and accounting; knowledge of health care industry; interpersonal skills; oral and written communication skills; considerable ability in interpretation and analysis of complex financial, statistical and technical data.

EXPERIENCE AND TRAINING:

General Experience: Seven (7) years' professional experience in financial management with some experience in health care management.

Associate Health Care Analyst

Note: Financial management is defined as professional accounting or auditing work with responsibility for the review and recommendation of financial policies and procedures of a business organization.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's Degree in accounting, finance or other closely related field or public health with some college courses in accounting or finance may be substituted for one (1) additional year of the General Experience.
3. Professional experience in health care facility administration, health program administration, health insurance administration, health planning or other health care related fields may be substituted for the General Experience on a year for year basis to a maximum of one (1) year.

Note: This position may be filled by candidates from mandatory Re-employment and SEBAC Lists which we are obligated to use. Applications will be accepted from candidates who applied for the current Associate Health Care Analyst Examination Number 071230 and have received a passing score or state employees who have attained permanent status in the class.

APPLICATION PROCEDURE: Candidates should complete an "Application for Examination or Employment" (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORM. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application For Examination or Employment (PLD-1) to:

Maria Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY FRIDAY, FEBRUARY 20, 2009, CLOSE OF BUSINESS

An Equal Opportunity/Affirmative Action Employer